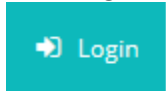


## HOW TO CREATE AN EVENT WITH ONLINE REGISTRATION (STRIPE REQUIRED)

1. Go to [www.papdregistry.org](http://www.papdregistry.org).
2. Click 'Login' in the top right corner.



3. Enter your email address and password, then click 'Login'.

Email address

---

Password

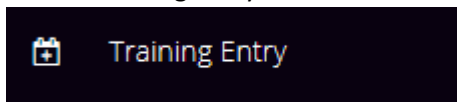
---

Remember me

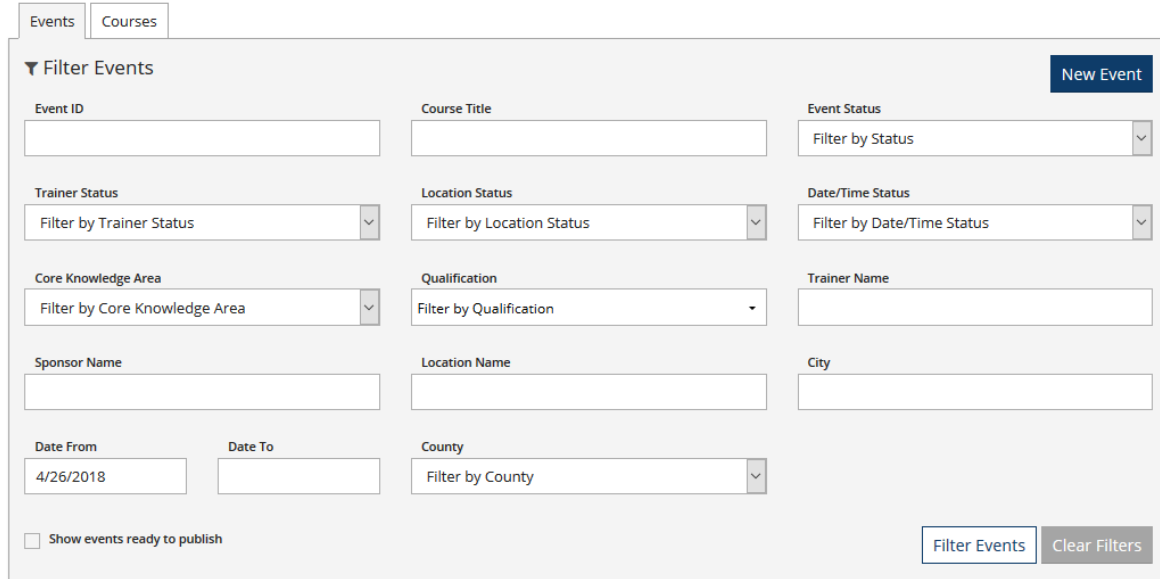
[→ Login](#)

[Forgot Password?](#)      [+ Create Account](#)

4. If you are creating an event for your organization, ensure you select your organization from the drop down in the upper right hand by your name.
5. Select 'Training Entry' in the left-hand menu.



6. Click 'New Event'.



The screenshot shows a web interface for filtering events. At the top, there are tabs for 'Events' and 'Courses'. Below the tabs is a 'Filter Events' section with a 'New Event' button in the top right corner. The filter section contains several input fields and dropdown menus:

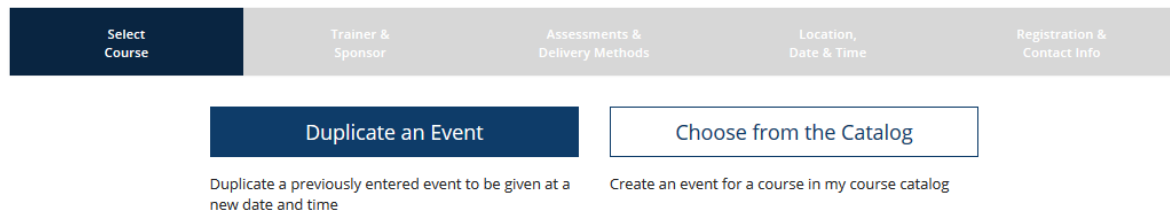
- Event ID: Text input field
- Course Title: Text input field
- Event Status: Dropdown menu with 'Filter by Status' selected
- Trainer Status: Dropdown menu with 'Filter by Trainer Status' selected
- Location Status: Dropdown menu with 'Filter by Location Status' selected
- Date/Time Status: Dropdown menu with 'Filter by Date/Time Status' selected
- Core Knowledge Area: Dropdown menu with 'Filter by Core Knowledge Area' selected
- Qualification: Dropdown menu with 'Filter by Qualification' selected
- Trainer Name: Text input field
- Sponsor Name: Text input field
- Location Name: Text input field
- City: Text input field
- Date From: Text input field with '4/26/2018' entered
- Date To: Text input field
- County: Dropdown menu with 'Filter by County' selected

At the bottom left, there is a checkbox labeled 'Show events ready to publish'. At the bottom right, there are two buttons: 'Filter Events' and 'Clear Filters'.

7. Select the appropriate choice.

- Duplicate an Event
- Choose from the Catalog

## Event Entry



The diagram shows a process flow for event entry. It starts with a horizontal bar divided into five steps: 'Select Course', 'Trainer & Sponsor', 'Assessments & Delivery Methods', 'Location, Date & Time', and 'Registration & Contact Info'. Below this bar, there are two main options:

- Duplicate an Event**: A dark blue button. Below it, the text reads: "Duplicate a previously entered event to be given at a new date and time".
- Choose from the Catalog**: A light blue button. Below it, the text reads: "Create an event for a course in my course catalog".

8. Search for the course you wish to schedule, then select the course.

9. You will be able to review the course information on this page. Click 'Next' to continue.



## 10. Trainer & Sponsor

- Choose the correct Event Funder from the drop-down menu.
- Select the Instructor by clicking +Trainer, then click the Confirmed box.
- Select the Training Language.
- Click 'Next' to continue.

### Event Entry

Cancel

Select Course	<b>Trainer &amp; Sponsor</b>	Assessments & Delivery Methods	Location, Date & Time	Registration & Contact Info
---------------	------------------------------	--------------------------------	-----------------------	-----------------------------

#### Event Funder

Training Funded By

-- Select Funder --

#### Instructor Details

Confirmed

+Trainer

⚠ No trainers selected

#### Training Language

Select Language

-- Select Training Language --

<< Previous

Save as Draft

Next >>



11. Complete the 'Assessment of Learning' and 'Delivery Methods' sections on this page. Click 'Next' to continue.

## Event Entry

Cancel

Select Course	Trainer & Sponsor	Assessments & Delivery Methods	Location, Date & Time	Registration & Contact Info
---------------	-------------------	--------------------------------	-----------------------	-----------------------------

### Assessment of Learning

- Demonstration of Skills
- Interview
- Observation
- Portfolio
- Pre/Post Test
- Project
- Q&A
- Reflection Paper
- Research Paper
- Self Report
- Other

Description

### Delivery Methods

- CD/DVD/Video
- Classroom/Face to Face
- Coach
- Group
- Hybrid (combination face to face and web format)
- Panel Discussion
- Web Based
- Webinar
- Other Delivery Method

Description

<< Previous

Save as Draft Next >>



## 12. Location, Date & Time

- Select the venue type of the event under location. If you select web-based, enter in the website or URL to access the event. Then click the Confirmed box.
- Enter in the Event Date and Time, then click the Confirmed box.
- Click 'Next' to continue.

## Event Entry

Cancel

Select Course	Trainer & Sponsor	Assessments & Delivery Methods	Location, Date & Time	Registration & Contact Info
---------------	-------------------	--------------------------------	-----------------------	-----------------------------

### Event Location

Confirmed

Type

Classroom

Location Name\*

Search saved location

Begin typing the address or location name to search your saved locations

+ Location

Manage Locations

Map saved locations

### Event Date/Time

Confirmed

Self Paced

No  Yes

Select Yes only if this event has unique start & end dates for individual participants.

Multiple Sessions

No  Yes

Start Date\*

End Date\*

Start Time:

End Time:

Add. Date/Time Info

<< Previous

Save as Draft

Next >>



### 13. Registration & Contact Info

- a. Complete the Event Registration and Fees section.
  - i. If wanting to set up online registration, select 'yes' for Registration Required.
    - Your Organization must have a STRIPE account attached to the profile. Please visit the "How to Create a STRIPE account" tipsheet for additional information.
- b. Complete the Contact Information section.
- c. Click 'Submit Event' to continue.

## Event Entry

Cancel

Select Course	Trainer & Sponsor	Assessments & Delivery Methods	Location, Date & Time	Registration & Contact Info
---------------	-------------------	--------------------------------	-----------------------	-----------------------------

### Event Registration and Fees

- Show this event in public search results  No  Yes
- Registration Required  No  Yes
- Registration Fee  No  Yes

### Contact Information

Contact Name

Address

Zip\*:  City:  State:

Country:

Phone:  -  -

Fax:  -  -

Email:

Website:

Additional Contact Info

<< Previous

Save as Draft Submit Event

14. If clicked 'yes' for Registration Required, click 'Continue' to set up online registration.

## Event Entry

Select Course	Trainer & Sponsor	Assessments & Delivery Methods	Location, Date & Time	Registration & Contact Info
---------------	-------------------	--------------------------------	-----------------------	-----------------------------

✓ Event Saved.  
Thank you for submitting your training approval application.

Click "Continue >>" to proceed to online event registration setup. Please note your event will not appear in the Event Calendar or be available for Online Registration until it is approved by the PA Keys.

Continue >> Finished

## 15. Information Collection

a. Attendee Details section: complete if you want to collect more or less info from your attendees.

### Attendee Details

Select the information you would like to collect from your attendees.

Standard Questions	Collect	Require
Registry ID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
First Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Last Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendee Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Company/Organi	<input type="checkbox"/>	<input type="checkbox"/>
Mailing Address	<input type="checkbox"/>	<input type="checkbox"/>
Primary Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mobile Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Changes

b. Registration Fees section:

- Select 'Add Fee' if the event has a fee and you are accepting payment through the system.
- Select 'Free Event' if the event has no cost or you are taking payment outside of the system.

### Registration Fees

Add Fee

Free Event

⚠ No event fees have been added.

c. Additional Items section: you may skip this section

### Additional Items

Add Item(s)

Add additional items that can be purchased in addition to the Registration fee.

⚠ No additional items have been added.



- d. Click 'Next' to continue.
- 16. Text & Email section: Review the emails on this page that are sent out to the participants. Click 'Next' to continue.
- 17. Activation
  - a. Registration Setting section: review this information and make any necessary changes.

## Registration Settings

Max Number of Participants

Registration Starts

Registration Ends

  
  
 Hide Listing Before Registration Start Date

- b. Terms and Conditions section: check the 'I agree to the terms and conditions as defined above' box.
- c. Click 'Activate' to finish online registration setup.

## Terms and Conditions

Please agree to the following terms and conditions and designate an online registration start and end date in order to complete the online registration setup process. Please note that this event must be approved by Pennsylvania in order for it to appear in the statewide training calendar and be available for online registration.

1. Acceptance of Terms

The Pennsylvania Professional Development Registry, provides this Registration Module to you subject to the following Terms of Service (TOS). In order to use this online service, you must agree to the TOS. We may amend these terms at any time by posting the amended terms on this site. Amendments are effective 7 days after posting. These terms apply to both event organizers who use our services and event attendees who register using our services.

2. Registration and Password

I agree to the terms and conditions as defined above

[Print Terms](#)

Exit

[<< Previous](#) [Activate](#)

- 18. If this is a private event, you can copy and paste, and email the Registration Page Link to the participants you wish to invite.





## Event Activation Complete

This event is available for online registration beginning on 05/01/2018

[Preview Event Registration](#)

[View Event Dashboard](#)

Registration Page Link

<https://pauat.newworldnow.com/register.aspx?evid=288743>

[Copy to clipboard](#)